



## **Educational Assistance Guide for Mineta Students**

### **Graduate & Certificate Programs:**

The College of Business at San José State University, with support from the MINETA Transportation Institute, offers both a Master of Science degree and three Graduate Certificate programs.

**Master's Program** – The Master of Science in Transportation Management (MSTM) is a fully accredited 30-unit Master's program that takes a little more than two years to complete. The classes are offered in the evening via video conference and/or video streaming in 10 week sessions, two per term, for a total of four offered in one year. To complete the program students need to take 10 classes, six required courses, three electives and one creative Capstone project.

**Certificate Programs** - The certificate program's structure is similar to the Masters; however they are 12-unit programs that offer two options: Students may take any four courses listed among the six required courses in the MSTM program, or they may take three required courses and one elective. There are three certificate programs: Transportation Security Management, High-Speed Rail Management, and general Transportation Management.

### **Tuition Cost:**

The cost of each class is currently \$1,134. The total cost of the MSTM program is \$11,340 and each Graduate Certificate program is \$4,536. Financial Assistance is available through BART's Educational Assistance Program and through fellowships offered by the Mineta Transportation Institute.

**For more information about Mineta's MSTM, Certificate and Fellowship programs** access the website at <http://transweb.sjsu.edu> or contact Vivianne Ferea, Education Program Assistant at [viviann.ferea@sjsu.edu](mailto:viviann.ferea@sjsu.edu) or 408/924-7570.

### **Financial Assistance Partnership:**

Subject to funding both Mineta and BART will participate in a financial assistance program for Certificate and Master's Program Students. Participants in both Transportation programs have a similar option to combine financial assistance from Mineta and BART. Employees may apply for educational assistance in one of two ways:

- (1) Apply for the District's educational assistance and receive up to the fiscal year allotment (see Collective Bargaining Agreement (CBA) Educational Assistance Guidelines for maximum amount)
- (2) Apply for both the District's and Mineta's educational assistance (Fellowship Award) and cover tuition cost for the duration of the program. **Please note** that this does not include students in an "open university" status. Students must be accepted into the MSTM program to benefit from this option.

## **Option 1:**

### **Standard Educational Assistance Program**

The District's educational assistance program is available to full-time BART employees. Financial assistance is available for tuition, textbooks and associated fees, up to the maximum fiscal year amount outlined in the CBA or Educational Assistance Guidelines. This option is useful for both Certificate program and MSTM program students who do not choose to move through the program at the rate of two classes per term. BART's **Educational Assistance Guidelines** and **Request for Educational Assistance forms** are available on WebBART and provides information on the educational assistance process.

## **Option 2:**

### **Enhanced Educational Assistance Program**

Students who are prepared to complete classes in consecutive academic terms (two classes per term) are eligible for an enhanced educational assistance program available for both the Certificates and MSTM programs. Under this option the District will cover tuition costs not covered by Mineta's Fellowship award program. **Students who initially select this option but do not complete the program in consecutive academic terms may be ineligible for the Enhanced Educational Assistance program.**

Students will receive the maximum fiscal year amount outlined in the CBA and additional funding to cover the remaining tuition balance; however they will be responsible for textbooks and associated fees. Many instructors use online resources, so textbook expenses are often not significant.

**NOTE:** Students must be accepted into the MSTM program to benefit from the Enhanced Educational Assistance Program. Students are encouraged to apply their full fiscal year allotment to the Mineta program. A failure to do so may result in out of pocket expenses.

Students are **expected** to apply for the noncompetitive Mineta Fellowship award each semester. To receive payments from BART beyond the first term you must submit a copy of the Mineta Fellowship award application packet (i.e. application, essay, references) with your educational assistance request form.

BART's **Educational Assistance Guidelines** and the **Mineta Transportation Institute: Enhanced Educational Assistance** form is located on WebBART. The enhanced educational assistance form should be used by students that are prepared to complete classes in consecutive academic terms.

**For questions regarding the BART's educational assistance process** or to obtain forms, please contact Lynn Vanderlip at 510/464-6283. However, for general questions about the District's partnership with the MINETA Transportation Institute, please contact May Cooper at 510/464-6276.



## Option 2: Enhanced Educational Assistance Program

The coordination between Mineta's fellowship award and BART's educational assistance program can be tricky to understand. The following chart **is an example** of the step by step coordination process for both educational assistance programs. Students are responsible for reviewing the Educational Assistance Guidelines located on WebBART and the application process for the fellowship award outlined on Mineta's website: <http://transweb.sjsu.edu/MTIportal/education/MSTM/TuitionFellowshipsAid.html>.

**Note:** The Mineta fellowship is awarded at the end of each term as a reimbursement. As a result, students may incur some costs upfront.

### Master of Science in Transportation Management Program

#### Year 1 Fiscal Year 2016 (7/1/2015 – 6/30/2016)

Class #	FALL 2015 TERM 1	Session	Tuition Amount	Mineta Fellowship Amount	Educational Assistance Advance
<b>Step 1:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 1.					
1	Aug/Sept – Oct (10 weeks)	Session A	\$1,134		\$1,134
<b>Step 2:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 2.					
2	Oct/Nov – Dec (10 weeks)	Session B	\$1,134		\$1,134
<b>Step 3:</b> Apply for the <b>first</b> \$1,000 Mineta fellowship award for Term 1. (Refer to Mineta's financial assistance guidelines online)					
Class #	SPRING 2016 TERM 2	Session	Cost of Class		
<b>Step 4:</b> Apply for an educational assistance advance for \$134 <u>30 days</u> prior to the start of Class 3. Apply the educational assistance advance payment and \$1,000 Mineta fellowship to Class 3.  <b>Note:</b> You may have to incur some upfront cost due to the processing time for the Mineta fellowship.					
3	Jan/Feb – Mar (10 weeks)	Session A	\$1,134	\$1,000 from Term 1	\$134
<b>Step 5:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 4.					
4	Mar/April – May (10 weeks)	Session B	\$1,134		\$1,134

**Year 2 – Fiscal Year 2017 (7/1/2016 – 6/30/2017)**

**Step 6:** Apply for the **second** \$1,000 Mineta fellowship award from Term 2. (Refer to Mineta's financial assistance guidelines online.)

<b>Class #</b>	<b>FALL 2016 TERM 3</b>	<b>Session</b>	<b>Cost of Class</b>	<b>Mineta Fellowship Amount</b>	<b>Educational Assistance Advance</b>
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**Step 7:** Apply for an educational assistance advance for \$134 30 days prior to the start of Class 5. Apply the educational assistance advance payment and \$1,000 Mineta fellowship to Class 5.

**Note:** You may have to incur some upfront cost due to the processing time for the Mineta fellowship.

5	Aug/Sept – Oct (10 weeks)	Session A	\$1,134	\$1,000 from Term 2	\$134
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**Step 8:** Apply for an educational assistance advance for \$1,134 30 days prior to the start of Class 6.

6	Oct/Nov – Dec (10 weeks)	Session B	\$1,134		\$1,134
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**Step 9:** Apply for the **third** \$1,000 Mineta fellowship award for Term 3. (Refer to Mineta's financial assistance guidelines online.)

<b>Class #</b>	<b>SPRING 2017 TERM 4</b>	<b>Session</b>	<b>Cost of Class</b>		
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**Step 10:** Apply for an educational assistance advance for \$134 30 days prior to the start of Class 5. Apply the educational assistance advance payment and \$1,000 Mineta fellowship to Class 7.

**Note:** You may have to incur some upfront cost due to the processing time for the Mineta fellowship.

7	Jan/Feb – Mar (10 weeks)	Session A	\$1,134	\$1,000 from Term 3	\$134
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**Step 11:** Apply for an educational assistance advance for \$1,134 30 days prior to the start of Class 8.

8	Mar/April – May (10 weeks)	Session B	\$1,134		\$1,134
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**Step 12:** Apply for the **final** \$1,000 Mineta fellowship award for Term 4. (Refer to Mineta's financial assistance guidelines online.)

**Year 3 – Fiscal Year 2018 (7/1/2017 – 6/30/2018)**

Class #	FALL 2017 QUARTER 1	Session	Cost of Class	Mineta Fellowship Amount	Educational Assistance Advance
<b>Step 13:</b> Apply for an educational assistance advance for \$134 <u>30 days</u> prior to the start of Class 9. Apply the educational assistance advance payment and \$1,000 Mineta fellowship to Class 9.  <b>Note:</b> You may have to incur some upfront cost due to the processing time for the Mineta fellowship.					
9	Aug/Sept – Oct (10 weeks)	Session A	\$1,134	\$1,000 from Term 4	\$134
<b>Step 14:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 10.					
10	Research Project: MTM 290	Session B	\$1,134		\$1,134

**Note:** Mineta does not offer a fellowship award in the third year.

**Summary of Cost:**  
Master of Science in Transportation Management Program

Mineta Tuition	Fellowship Awards	District Educational Assistance
\$11,340	\$4,000	\$7,340

## Graduate Certificate (CTM, CTSM & CHSRM) Program

**FY 2016**

Class #	FALL 2015 TERM 1	Session	Tuition	Mineta Fellowship Amount	Educational Assistance Advance
<b>Step 1:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 1.					
1	Aug/Sept - Oct (10 weeks)	Session A	\$1,134		\$1,134
<b>Step 2:</b> Apply for an educational assistance advance for \$1,134 <u>30 days</u> prior to the start of Class 2.					
2	Oct/Nov - Dec (10 weeks)	Session B	\$1,134		\$1,134
<b>Step 3:</b> Apply for the <b>first</b> \$500 Mineta fellowship award for Term 1. (Refer to Mineta's financial assistance guidelines.)					
Class #	SPRING 2016 TERM 2	Session	Tuition	Mineta Fellowship Amount	Educational Assistance Advance
<b>Step 4:</b> Apply for an educational assistance advance for \$1,268 <u>30 days</u> prior to the start of Class 3. Apply \$1,134 of the advance payment to Class 3 and the remaining balance of \$134 should be applied to Class 4.					
3	Jan/Feb - Mar (10 weeks)	Session A	\$1,134		\$1,134
<b>Step 5:</b> Apply the \$500 Mineta fellowship from Term 1 and the remaining advance payment of \$134 to the tuition cost for Class 4. The last fellowship award is distributed as a reimbursement which means the student is responsible for paying the remaining tuition balance. This amount will be reimbursed to the student upon the completion of Class 4.					
4	Mar/April - May (10 weeks)	Session B	\$1,134	\$500 from Term 1	\$134
<b>Step 6:</b> Apply for the <b>final</b> \$500 Mineta fellowship award for Term 2. The final fellowship award will be the reimbursement for the out-of-pocket costs paid towards Class 3.					

### Summary of Cost: Graduate Certificate (CTM, CTSM & CHSRM) Program

Mineta Tuition	Fellowship Awards	District Educational Assistance
\$4,536	\$1,000	\$3,536